



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE REPAIR WORKER IV	28	H	9.485
MAINTENANCE REPAIR WORKER III	27	H	9.486
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER I	23	H	9.488

SERIES CONCEPT

Incumbents in this class series perform semi-skilled work in the building and mechanical trades in order to repair, construct, and/or maintain buildings, grounds and equipment.

Examples of the type and level of work performed by incumbents in this series are listed below. Work assignments may be performed independently or in conjunction with a journey level trades worker. Work may be performed primarily in one trade area or in a variety of trades.

Performs basic plumbing work such as cutting openings to accommodate pipes; measuring, cutting, assembling and joining plastic and metal pipes and fittings; securing pipes to structures with clamps, brackets, and hangers; installing and repairing valves and fixtures such as sinks, toilets, and drinking fountains; and opening clogged drains in order to maintain, repair, and modify plumbing systems and fixtures.

Performs basic carpentry work such as: patching roofs; removing walls; framing and fastening sheetrock to walls; installing doors; building forms and pouring concrete; building shelves; repairing furniture; replacing damaged floor tiles; installing and repairing locks and making keys; and installing venetian blinds in order to maintain, repair, and modify facilities and fixtures. May construct special use fixtures or objects as requested by agency staff.

Performs basic interior and exterior painting work such as: taping and texturing sheetrock; patching sheetrock and masonry surfaces; setting up ladders and scaffolding; masking surfaces; and applying paint with brushes, rollers, and airless spray equipment in order to maintain and repair structures and fixtures.

Performs basic electrical work such as: measuring, cutting, and installing conduit; pulling wiring through the conduit; cutting and connecting wires to install fixtures such as switches, outlets, lighting fixtures and power equipment; testing circuits and components; maintaining and repairing parking lots lights by replacing defective fuses, bulbs, wires, photoelectric timers and transformers; replacing ballasts on 120 volt, 277 volt and 480 volt fixtures; adjusting and cleaning electric controls; and installing new parts in defective appliances in order to maintain, repair, and modify systems, fixtures, and equipment.

Performs basic equipment maintenance and repair work in order to maintain building and grounds equipment and vehicles in proper working order. This includes tuning and adjusting equipment/vehicles; performing preventative maintenance; replacing worn or damaged parts such as rotors, plugs, and tires.

Performs basic welding and machining work such as: shaping, joining and installing duct work; constructing racks for storage; welding gates; repairing tools and equipment; and machining special purpose equipment in order to maintain, repair or construct fixtures and equipment.

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Page 2 of 7

SERIES CONCEPT (cont.)

Monitors, services, and makes basic repairs to boilers, oil and gas furnaces, and air conditioning systems such as: cleaning boilers; testing water content and adding water treatment; adding refrigerant to air conditioning systems; and replacing fuses, air handler motors and thermostats; in order to maintain systems in proper working order.

Orders materials and supplies required for repairs and regular facility maintenance.

May provide lead work supervision to other maintenance staff such as maintenance repair aids, grounds service workers, and custodial workers.

May provide directions and routine information to facility visitors.

CLASS CONCEPTS

MAINTENANCE REPAIR WORKER IV

Incumbents perform the duties described in the class concept for Maintenance Repair Worker III and in addition function as a lead worker to a regularly assigned crew of inmates. Lead work supervision includes providing training and technical assistance, work assignment and work review, and providing input to performance evaluations. In a prison environment, inmate performance is documented through completion of periodic progress reports and incumbents are responsible for implementing security procedures which includes securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, materials and equipment.

Supervision of inmates must be within or adjacent to the institution and must be a regular and reoccurring duty of the position to warrant allocation to this class.

This is the lead worker level in the series.

MAINTENANCE REPAIR WORKER III

Under general supervision, incumbents perform the complex semi-skilled level repair and maintenance work described in the series concept the preponderance of the time. Incumbents at this level typically report to facility supervisor and usually work independently from a skilled trades worker. Work situations encountered by incumbents at this level require more judgment and greater skill in troubleshooting in order to diagnose malfunctions or adapt methods to accommodate unique requirements.

Examples of complex semi-skilled level repair and maintenance work performed independently includes: troubleshooting a wide variety of lighting fixtures and problems; framing and sheetrocking walls to create new office space and installing door jambs, windows, and necessary wiring; repairing and replacing broken water lines and waste lines by cutting and threading steel lines and cutting and soldering copper lines.

Incumbents may provide lead work or line supervision to lower level Maintenance Repair Workers.

This is the advanced journey level class in the series.

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Page 3 of 7

CLASS CONCEPT (cont.)

MAINTENANCE REPAIR WORKER II

Under general supervision, incumbents perform the range of duties described in the series concept. Semi-skilled work is performed independently. More complex semi-skilled work is typically performed in conjunction with a journey level trades worker or maintenance repair specialist or by consulting with a journey level trades worker or maintenance repair specialist when uncommon or unique situations are encountered.

Incumbents may provide lead work supervision to Maintenance Repair Worker I's.

This is the journey level class in the series and progression to the next level in the series is not automatic.

MAINTENANCE REPAIR WORKER I

Under direct supervision, incumbents receive training in the duties described in the series concept. This is the entry level class in the series.

MAINTENANCE REPAIR WORKER IV

EDUCATION AND EXPERIENCE:

I

Two years of experience performing complex semi-skilled work under the supervision of a journey level trades person in a relevant building and/or mechanical trade of which six months included providing lead work supervision to unskilled or semi-skilled maintenance workers; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions.

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to enforce safety, security, and custodial measures for the supervision of inmates.

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Page 4 of 7

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to supervise staff including training, assigning and reviewing work, and evaluating performance. Ability to set priorities which reflect the relative importance of agency needs.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

MAINTENANCE REPAIR WORKER III

EDUCATION AND EXPERIENCE:

I

Two years of experience performing complex semi-skilled work under the supervision of a journey level trades person in a relevant building and/or mechanical trade; OR

II

Twelve semester credit hours from an accredited college or vocational school in relevant building and/or mechanical trade courses and one year of experience as described in option I; OR

III

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions.

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the policies and procedures of the agency/work unit to which assigned. General knowledge of the structures, facilities, systems, and equipment relevant to the requirements of the position for the agency to which assigned. General knowledge of state personnel policies and regulations.

Ability to read and interpret blueprints, construction drawings, and building codes.

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Page 5 of 7

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the characteristics and quality of materials used in relevant trade area.

Ability to adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances. Ability to determine what repairs should be referred to a journey level trades worker.

Skill in performing a variety of complex semi-skilled work relevant to the position to which assigned in one or more of the major building or mechanical trades to include: plumbing; electrical; carpentry; painting; welding; heating; refrigeration and air conditioning; equipment mechanics.

Skill in diagnosing the cause and extent of common equipment, component or basic system malfunctions.

In addition, all knowledges, skills and abilities required at the lower levels of the series.

MAINTENANCE REPAIR WORKER II

EDUCATION AND EXPERIENCE:

I

One year of experience performing semi-skilled building/grounds and equipment maintenance work equivalent to a Maintenance Repair Worker I in Nevada State service; OR

II

Twelve semester credit hours from an accredited college or vocational school in relevant building and/or mechanical trades courses and six months of experience performing limited semi-skilled building, grounds and equipment maintenance work.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions.

SPECIAL NOTE: In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required for the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of safety hazards, safe working procedures, and proper lifting techniques. General knowledge of policies and procedures of the agency/work unit to which assigned.

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Page 6 of 7

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to lay out work from shop drawings, sketches, blueprints, or oral and written instructions. Ability to maintain records and reports regarding equipment and/or facility usage and repairs. Ability to estimate the quantity of materials and supplies required for projects and maintenance of proper inventory levels.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the basic principles and practices related to the building and/or mechanical trades.

Ability to work independently and follow through on assignments with limited direction.

Skill in performing a variety of semi-skilled work relevant to the position to which assigned in one or more of the major building or mechanical trades to include: plumbing; electrical; carpentry; painting; welding; heating; refrigeration and air conditioning; equipment mechanics. Skill in safely operating and maintaining a variety of hand tools, power tools, and equipment.

In addition, all knowledge, skills and abilities required at the lower level of the series.

MAINTENANCE REPAIR WORKER I

EDUCATION AND EXPERIENCE:

I

One year of experience in performing limited semi-skilled general building, grounds and equipment maintenance work; OR

II

Six semester credit hours from an accredited college or vocational school in building and/or mechanical trades courses; OR

III

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE:

A valid Nevada driver's license may be required for some positions.

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Page 7 of 7

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of safety hazards, safe working procedures, and proper lifting techniques. General knowledge of the preventative maintenance requirements and schedules for the equipment and/or facilities pertinent to position to which assigned.

Ability to establish and maintain effective working relationships with co-workers, agency staff, and the general public.

Skill in safely operating and maintaining basic hand and power tools. Skill in performing general maintenance and repair work.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read sufficient to read and interpret repair orders, equipment service and operation manuals. Ability to write sufficient to document the condition of equipment and structures and required repairs. Ability to add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and material needs and perform layout work. Ability to understand and follow oral and written instructions. Ability to communicate effectively with co-workers. Ability to perform manual labor and safely lift construction materials and equipment. Ability to work on ladders and scaffolding and in confined building access areas.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.485</u> 7/1/91P 11/29/90PC	<u>9.486</u> 7/1/91P 11/29/90PC	<u>9.487</u> 7/1/91P 11/29/90PC	<u>9.488</u> 7/1/91P 11/29/90PC
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